



August 18, 2014

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

NOTICE OF CORRECTION

EXAMINATION TITLE: Associate Director
Budget Management Branch
Division of Administrative Services
CEA Level B

FINAL FILING DATE: Until Filled

This is to announce the extension of the final filing date of the Associate Director, Budget Management Branch, Division of Administrative Services, CEA Level B examination from August 18, 2014.

Applicants who previously applied for this examination with a final filing date of August 18, 2014, do not have to reapply. Your application has been retained on file with the Executive Appointments Unit, Office of Workforce Planning.

EXECUTIVE APPOINTMENTS UNIT

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Associate Director, Budget Management Branch
Fiscal Services
Division of Administrative Services
CEA Level B

FINAL FILING DATE: August 18, 2014

SALARY RANGE: \$8,766 - \$10,442

DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Deputy Director, Fiscal Services, the Associate Director is responsible for planning, developing, implementing, setting policies, and administering the California Department of Corrections and Rehabilitation's (CDCR) statewide budget. The Associate Director provides policy direction and oversight of budget management services for all juvenile facilities, adult institutions, adult and juvenile parole operations, rehabilitative programs, and administration and operation support.

Duties include, but are not limited to:

- Responsibility for the day-to-day operations of the Budget Management Branch, providing overall management, direction, and leadership to approximately 70 professional and technical staff.
- Developing and implementing budgetary policies and procedures to ensure statewide uniformity and consistency; coordinating and directing the development of Budget Change Proposals (BCP) and budget reduction packages for the Department; ensuring all BCP's are tracked through the entire fiscal process and implemented upon approval; and reviewing, tracking, and implementing

all of the Department of Finance (DOF) letters and ensuring the timely submission of deficiency letters.

- Implementing and managing the departmental budget, including monthly reporting and fiscal reviews for all juvenile facilities, adult institutions, adult and juvenile parole operations, rehabilitative programs, and administration and operation support during each fiscal year, addressing each program areas needs, and coordinating with DOF to ensure availability of sufficient funding.
- Overseeing the distribution of initial allotments and budget change letters; and directing the development and review of monthly budget plans to ensure that projected expenditures are in alignment with the Department's budgeted resources.
- Representing the Department when communicating with Legislative staff, DOF, the Department of General Services, and other external agencies on major fiscal policy and budget related issues; and may testify at Legislative budget committee hearings.
- Working closely with internal and external business partners to develop budget proposals and manage available resources to meet departmental priorities.
- Advising Executive Staff, the Deputy Director of Fiscal Services, and juvenile and adult program managers on budgetary and fiscal related matters concerning issues of significant policy impact to ensure operational effectiveness and standardization.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status, as defined in Government Code 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's Equal Employment Opportunity Program objectives; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; and for maintaining a work environment that is free of discrimination and harassment.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

DESIRABLE QUALIFICATIONS:

1. Broad and extensive experience in fiscal, accounting, and budget management including the principles, practices, and methods of fiscal accountability (i.e. capital outlay, procurement, special projects, position allocation, cost analysis, and BCP's); including knowledge and utilization of automated resource management systems, such as SAP.
2. Demonstrated leadership, flexibility, and judgment in managerial and program administration, budget management, and fiscal processes; and the ability to analyze complex program issues or problems and develop recommendations to resolve the issues.
3. Experience which demonstrates the ability to communicate effectively, both orally and in writing, with the Legislature, DOF representatives, and other external agencies on major fiscal policy and budget related issues.
4. Ability to perform major policy-influencing functions effectively and contribute to the design and implementation of budgeting strategies for a large department.
5. Understanding of CDCR program operations; and experience in other administrative services areas, such as human resources or business services.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local

governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A **resume** that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A completed **Standard State Application (Form 678)**. A resume does not replace the Standard State Application.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. The desirable qualifications **MUST** be addressed and numbered in the same order as is listed. **You must provide specific examples.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. **THE STATEMENT OF QUALIFICATIONS CANNOT EXCEED FOUR PAGES IN LENGTH OR BE LESS THAN SIZE 12 FONT. FAILURE TO FOLLOW THIS FORMAT WILL RESULT IN ELIMINATION FROM THE EXAMINATION. APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR website at:

www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Associate Director, Budget Management Branch, Fiscal Services, Division of Administrative Services, CEA Level B vacancy. For further information regarding this position, please contact Toni Dodds at (916) 322-9223 or toni.dodds@cdcr.ca.gov.

FILING INSTRUCTIONS:

A Standard State Application (Form 678), resume, and Statement of Qualifications must be submitted and postmarked by August 18, 2014 to Toni Dodds, Executive Appointments Unit, Office of Workforce Planning, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 101-N, Sacramento, California. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for the Executive Appointments Unit, Office of Workforce Planning.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

Vision: The overarching vision is to end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides intervention to at-risk populations and quality services from the time of arrest that will assist our clients in achieving successful reintegration into society.

Mission: The overarching mission is to improve public safety through evidence-based crime prevention and recidivism reduction strategies.